

3/21/11

**DEPARTMENT WORKLOAD EQUIVALENTS**  
**Department of Economics and Decision Sciences**  
**College of Business and Technology**  
**Western Illinois University**  
**2010-2015 WIU-UPI Agreement**

The professional obligation of an employee in Unit A consists of both assigned and unassigned duties and activities. The professional obligation of an associate faculty member (Unit B) consists of assigned teaching/primary duties. Assigned duties will receive an academic credit unit (ACE) and will be recorded on an assignment of duties form. Unassigned duties and activities, depending upon their nature, may be considered teaching, research, or service.

Academic credit equivalents are specified in the Agreement

The following equivalencies between aces and PAA points apply to this document:

- a. 1 ace = 1 PAA Point
- b. Ace totals over 18 but no more than 22 will receive only PAA points.
- c. Assignments over 22 aces can be paid overload or faculty can choose PAA points instead of aces and/or monetary compensation.
- d. Nothing in the DWEs, because they are ace assignments and are compensated, can be used for PAA points during the Summer Session. The faculty member cannot opt for PAA points instead of aces and monetary compensation.

1. Mass Lecture (Article 18.2.a)

A mass lecture is a session of a class large enough to justify a reduction in the number of assigned sections/courses as approved by the Dean. An enrollment of 80 students or more in upper division courses and 90 students or more in lower division courses will constitute a mass lecture. An employee who teaches a mass lecture shall be compensated with additional ACEs equivalent to the number of semester hours of the course.

2. Laboratories (Article 18.2.b)

Laboratories will be assigned 0.5 to one ACE per contact hour in the lab depending on difficulty, time of preparation, number of students, and time spent teaching versus supervising students. The ACE assignment may vary accordingly from semester to semester.

3. Graduate Student Advisor (Article 18.4)

Graduate program coordination will receive 3 aces per semester. See Attachment #1 for duties of the Graduate Advisor.

4. Internship (Article 18.8)

Internship supervision will receive between 0.1 and 0.4 ACE per student, based on the number of site visits, distance to the site, level of supervision required, and course requirement.

5. Director, Center for Economic Education (.5-9 aces)

Assignments of more than 3 aces require consultation with the Dean.  
This activity may be shared among various faculty members based on program needs.

- a. Develops and maintains contacts with the Regional and High School Superintendents in the WIU Service area.
- b. Develops and maintains contacts with high school counselors and K-12 teachers of courses for which the Joint Council of Economic Education has program materials.
- c. Conducts classes (Econ 550) for K-12 teachers of courses for which the National Council on Economic Education has program materials.
- d. Develops a list of faculty members in other departments that would be able to present programs for K-12. (Economics Department Chair consults with Chairs of other Departments before any programmatic action is taken.)
- e. Coordinates activities with the Department of Economics, the Illinois Joint Council, and the National Council.
- f. Seeks funding for Economic Education activities. In the event that sufficient funds are secured to allow the Director to "buy-out" his/her time from a class or classes, bonus PAA points may be awarded as compensation (see Agreement).
- g. Visits high schools for Economic Education presentations when required.

6. Program Accreditation (Article 18.20)

Faculty members assigned to oversee, collect, and/or analyze data; write reports; or otherwise to be involved in program accreditation will be awarded one to three ACEs per academic semester based upon the level of their involvement in the accreditation process.

7. Course Preparations (Article 18.3)

Additional course preparations beyond five per academic year will earn 1 ACE per 3-4 hour course.

8. Undergraduate Program(s) Coordinator

Coordinator of the undergraduate program(s) will be assigned 1 to 2 ACEs per semester.

9. Course Coordinator

Coordinator of a multiple section course will be assigned .5 to 1 ACE per semester.

10. Team Teaching (Article 18.7)

For courses that are team taught in which all participating faculty teach throughout the entire semester, each faculty member shall receive the full ACEs for the course. In other cases, the ACEs will be divided proportionately among the faculty based on their level of responsibility in the instruction.

11. Student Assessment, Career Planning, and Skill Development

Faculty that participate in these activities on a departmental wide basis will receive from .1 to .4 ACE per student according to the time and effort of the assignment. This includes zero credit hour courses such as Econ 197 and Econ 497.

12. Low enrolled courses

According to the Tutored Study article in the Contract (18.6), "departments may define in their DWE document enrollment thresholds different than those stated above if warranted by the unique nature of a class within their discipline." Any new course added to the curriculum will not be subject to the enrollment thresholds the first time it is offered; full ACEs will be awarded. Additionally, any course that is required or critical to be offered will not be subject to the enrollment thresholds if agreed by the Department Chair, DPC Chair, and Dean.

**Attachment #1**

**Duties of the Graduate Student Advisor**

Ideally, the Chair of the Graduate Committee should also serve as the Graduate Student Advisor. When the Chair of the Graduate Committee and the Graduate Student Advisor are not the same person, only the Graduate Student Advisor will receive additional ACES. Both sets of duties are under the supervision of the Chair of the Department.

Duties of the Graduate Student Advisor:

1. The Graduate Student Advisor will advise all graduate students and perspective graduate students. The Graduate Student Advisor must be prepared to advise students with regard to not only the graduate courses in Economics but must also be prepared to advise students on courses in Accounting, Agricultural Economics, Computer Science, Finance, Information Management, Marketing, Management (includes Operations Management), Mathematics, Political Science, Geography, and Geology.
2. The Graduate Student Advisor will consult with the Department Chair and the Assessment Committee with regard to the planning, conducting and reporting of graduate

assessment activities. The Graduate Student Advisor will prepare the Annual Assessment Report for submission to the University

3. The Graduate Student Advisor, with the assistance of the Graduate Committee and Department Chair, is responsible for preparing curriculum proposals to go to the faculty.
4. The Graduate Student Advisor is responsible for updating and maintaining the graduate catalog.
5. The Graduate Student Advisor, in consultation with the Department Chair, is responsible for providing assistance in creating, updating and maintaining the graduate program information on the department webpage.
6. The graduate Student Advisor is responsible for responding in timely fashion to queries regarding the program. This activity is coordinated with the Department Chair.
7. The Graduate Student Advisor is responsible for participating in all the Graduate Student Graduation ceremonies.
8. The Chair of the Department will assume the duties of the Graduate Student Advisor during the summer, if the need arises.
9. Other duties as assigned.

TRANSMITTAL SHEET

AGREEMENT

2010 - 2015

PROPOSED CHANGES TO THE DEPARTMENT WORKLOAD  
EQUIVALENTS OF  
THE DEPARTMENT OF Economics and Decision Sciences

I confirm that I have received prior approval from the Academic Vice President in accordance with Article 20.4.c. (1) to seek modification of the Department Criteria.

TEJ KAUL  
Department Chair

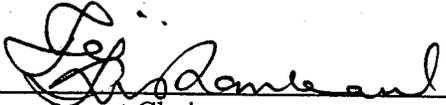
5/18/2011  
Date

Attach a copy of the changes requested in the Department Criteria. The Department Chair should check ONE box:

Faculty were consulted and had no comments

Faculty were consulted and their comments are attached.

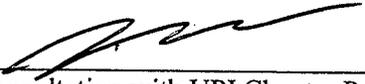
Note: Please attach minutes from meeting with faculty and results of vote regardless of whether faculty had comments.

  
Department Chair

5/18/2011  
Date

  
Department Personnel Committee Chair

5/18/11  
Date

  
Consultation with UPI Chapter President

9-9-11  
Date

  
Approved by Provost

10-3-11  
Date